



DELAWARE LEAGUE OF LOCAL GOVERNMENTS

PO Box 484 Dover, DE 19903-0484

Phone: (302) 678-0991 Fax: (302) 678-4777 Email: msscott@udel.edu

President Lew Killmer

Executive Director Marcia Scott

July 23, 2021

Dear Delaware Municipal Elected Officials and Municipal Administrators/Managers,

Each year the Delaware League of Local Governments (DLLG) honors a municipal clerk as “Clerk of the Year” whose accomplishments have made the most significant contribution to raising the professional status and image of the municipal clerks’ profession and improving municipal government in Delaware.

The presentation of this award is in conjunction with the City Manager of the Year award presented at the annual DLLG Meeting in September.

There are many admirable Clerks in our great State who are worthy of this award. Please take time to consider your Clerk as a nominee. If you are fortunate enough to have someone deserving of this recognition, complete the nomination form enclosed and return it to the address provided.

We ask that nomination forms be completed and returned no later than **Monday, August 23, 2021** and that they be submitted in a confidential manner and in collaboration with the nominee’s Elected Officials and managers/administrators.

The selection process is very important and one that is taken quite seriously by members of the Committee appointed to select the “Clerk of the Year.”

CRITERIA:

- Exhibits leadership, organization, administration, and communication qualities.
- Proficient in legislative and governing body procedures, records management and public relations.
- Other pertinent attributes which are valuable to your municipality, which may include involvement in special projects, community activities, and volunteerism.

Sincerely,

Renee Bensley, CMC
President
Delaware Municipal Clerks Association



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DELAWARE LEAGUE OF LOCAL GOVERNMENTS CLERK OF THE YEAR NOMINATION FORM 2021

Nominee's Name: _____

Nominee's Title: _____ Municipality: _____

Please answer the following questions:

1. Explain how the Nominee exhibits leadership, organization, administration, and communication qualities, as well as examples of how the Nominee is proficient in legislative and governing body procedures, records management and public relations.

2. Please provide other pertinent attributes of the Nominee which are valuable to your municipality, which may include involvement in special projects, community activities, and volunteerism

Number of Years Serving as Clerk: _____

Number of Years Serving Your Municipality: _____

Is the Nominee an accredited Clerk (CMC or MMC)?

Nomination Prepared and Submitted By: _____

Name: _____ Title: _____

Municipality: _____ Email: _____

Note: If your nominee is selected, you will be contacted to assist in the confidential planning of the award presentation.

Please email or mail no later than Monday, August 23, 2021 to:

Ashley Walls, DMCA Clerk of the Year Committee Chair

c/o Town of Bridgeville

101 N. Main Street

Bridgeville, DE 19933

awalls@townofbridgevillede.us



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DELAWARE LEAGUE OF LOCAL GOVERNMENTS CLERK OF THE YEAR

DLLG Clerk of the Year Recipients

- 2013 Pam Haddick – Town of Wyoming
- 2014 Kristy Rogers – Town of Milton
- 2015 Ann Womack – City of Rehoboth Beach
- 2016 Terri Hudson – City of Milford
- 2017 Cindy Fisher – Town of Delmar
- 2018 Renee Bensley – City of Newark
- 2019 Ashleigh Hudson – Town of Dewey Beach
- 2020 Tracy Torbert – City of Seaford